

**U. S. Department of Energy**

**PROCEDURE**

**CPO-2.3 REV 5**

**East Tennessee Technology Park  
Closure Project  
Office (CPO)**

**MAINTENANCE  
MANAGEMENT**



**September 2003**

## PROCEDURE CPO 2.3

### Revision Record Sheet

[illegible]

U.S. DEPARTMENT OF ENERGY EAST TENNESSEE TECHNOLOGY PARK CLOSURE PROJECT OFFICE (CPO)	NO: CPO- 2.3 REV: 5 EFFECTIVE DATE: September 15, 2003
TITLE: MAINTENANCE MANAGEMENT	Supersedes: NO.PSO- 2.3 REV: 4
APPROVED: Donna M. Perez <i>Donna M. Perez</i>	PREPARED: David Queen <i>David Queen</i>

NOTE: THIS PROCEDURE REVISION IS BEING PERFORMED TO UPDATE REFERENCES.

## 1.0 PURPOSE

This procedure establishes the method that the Department of Energy (DOE) East Tennessee Technology Park (ETTP) Director ETTP Closure Project and Closure Project Office Staff will use to perform oversight of the ETTP Maintenance Management Program. The ETTP Maintenance Management Program is implemented by Bechtel Jacobs Company LLC, the ETTP Management and Integration (M&I) Contractor, under contract, DE-ACO5-98OR22700.

## 2.0 SCOPE

This procedure applies to the Department of Energy East Tennessee Technology Park Director ETTP Closure Project and Closure Project Office Staff in performing oversight of Bechtel Jacobs Company, the ETTP M&I Contractor in the implementation of the Maintenance Management Program at ETTP according to the guidance established by the below referenced documents.

## 3.0 REFERENCES

### 3.1 DOE REFERENCE DOCUMENTS:

- 3.1.1 DOE O 433.1, MAINTENANCE MANAGEMENT PROGRAM FOR DOE NUCLEAR FACILITIES.
- 3.1.2 DOE Order O 430.1A, LIFE-CYCLE ASSET MANAGEMENT.
- 3.1.3 ORO Order O 430, LIFE-CYCLE FACILITY OPERATIONS
- 3.1.4 ORO M 411.1-1E, MANUAL OF SAFETY MANAGEMENT FUCTIONS, RESPONSIBILITIES, AND AUTHORITIES, LEVEL II, FOR OAK RIDGE OPERATIONS.
- 3.1.5 ORO M 110, OAK RIDGE OPERATIONS ORGANIZATIONS MANUAL
- 3.1.6 ORO O 410, MANAGEMENT, CHAPTER 3, QUALITY ASSURANCE
- 3.1.7 DOE ETTP CLOSURE PROJECT OFFICE(CPO) Procedure 10.3, WALK-THROUGHS

## **M&I CONTRACTOR REFERENCE DOCUMENTS:**

All DOE Reference Documents and:

- 3.1.5 Contract No. DE-AC05-98OR22700, Section J,  
Appendix E, BASELINE LIST OF APPLICABLE DIRECTIVES

### **3.2 DEFINITIONS/ACRONYMS**

- 3.2.1 AMEM - ORO Assistant Manager for Environmental Management
- 3.2.2 CM - Corrective Maintenance
- 3.2.3 COR - Contracting Officer's Representative
- 3.2.4 ESH&EM - Environment, Safety, Health and Emergency Management
- 3.2.5 ETPP - East Tennessee Technology Park (formerly K-25)
- 3.2.6 GRADED APPROACH - The depth of detail required and the magnitude of resources expended for a particular management element to be tailored to be commensurate with the element's relative importance to safety, environmental compliance, safeguards and security, programmatic importance, magnitude of the hazard, financial impact, and/or other facility-specific requirements.
- 3.2.7 HQ - DOE Headquarters
- 3.2.8.1 ORO - Department of Energy, Oak Ridge Operations Office
- 3.2.9 MAINTENANCE - Day-to-day work, including preventive and predictive maintenance, that is required to maintain and preserve plant and capital equipment in a condition suitable for it to be used for its designated purpose.
- 3.2.10 PM - Preventive Maintenance
- 3.2.11 VALUE ADDED - A decision-making process that leads to an improvement in an operation or process, based on efficiency, cost-effectiveness, safety, etc.
- 3.2.12 WSS - Work Smart Standards

### **4.0 RESPONSIBILITIES**

#### **4.1 DOE Director, ETPP Closure Project**

The DOE Director ETPP Closure Project ensures the compliance of the M & I Contractor's Maintenance Program and activities at the East Tennessee Technology Park.

The DOE, Director ETPP Closure Project shall:

- 4.1.1 Review the adequacy of maintenance procedures and interpretation of maintenance functions, per WSSs and/or other contractually established baseline requirements.

- 4.1.2 Ensure that appropriate facility inspections are performed.
- 4.1.3 Ensure that appraisals of maintenance programs are performed, as required.
- 4.1.4 Provide input in the development, negotiation and evaluation of the contractor's performance-based objectives, criteria and measures.
- 4.1.5 Provide support for external reviews and 'for cause' investigations of contractor activities.
- 4.1.6 Provide information to DOE Headquarters as necessary.
- 4.2 Environmental, Safety, Health and Emergency Management (ESH&EM) Matrix Staff

The DOE ESH&EM Matrix Staff is responsible for providing oversight support on ESH&EM issues by way of assessments, document reviews, walk-throughs and corrective action verification.

## 5.0 PROCEDURE FOR IMPLEMENTATION

The DOE, Director ETPP Closure Project monitors the daily maintenance activities of the M&I Contractor at the ETPP for compliance with reference 3.1.1, DOE O 433.1, MAINTENANCE MANAGEMENT PROGRAM FOR DOE NUCLEAR FACILITIES, reference 3.1.2, DOE Order O 430.1A, LIFE-CYCLE ASSET MANAGEMENT, reference 3.1.3, ORO Order O 430, LIFE-CYCLE FACILITY OPERATIONS, and other applicable contractual requirements. References 3.1.4 through 3.1.7 are used to evaluate and review the contractor's compliance. The actions that fulfill this role are driven by both technical and cost obligations. The DOE Director ETPP Closure Project will support the reindustrialization initiatives as they relate to maintenance management.

### 5.1 DOE, Director ETPP Closure Project Actions for Technical Operations

The DOE, Director ETPP Closure Project shall:

- 5.1.1 Ensure that the contractor has adequate maintenance management program requirements and procedures in place and implemented to satisfy the contractual baseline obligations as well as the local, State and Federal regulations.
- 5.1.2 Ensure that facility inspections are performed and that reviews and appraisals of maintenance programs are completed on schedule, per WSSs and/or other requirements.

- 5.1.3 Review and approve any periodic (i.e., weekly, monthly, annually, etc.) maintenance plans submitted by the contractor. The emphasis is to provide the DOE, Director of ETPP Closing Project with current maintenance management knowledge to better judge technical issues from a requirement and performance standpoint.
- 5.1.4 Assign maintenance management oversight functions to the Closure Project Office Staff. Ensure that a value-added, quality driven, graded approach is used for life-cycle asset management. Any issues involving direction to the M&I Contractor as to performance would be forwarded to the COR for implementation.
- 5.1.5 Monitor the close correlation between technical performance and cost obligations of the contractor to ensure compliance with the applicable Labor Standards and the Davis Bacon Act.
- 5.1.6 Request additional reports and/or contractor actions deemed necessary to continually enable the Site to meet current mission requirements.

5.2 DOE, Site Director ETPP Closure Project Actions for Cost Obligations

The DOE Closure Project Manager shall:

- 5.2.1 Review the cost management operation of the ETPP maintenance functions and provide input as required to the COR.
- 5.2.2 Provide input in the reviews of budgets with regard to both federal and facility requirements as well as other program budgets that might affect the maintenance management program.

5.3 DOE, Director ETPP Closure Project Interfaces

The DOE, Director ETPP Closure Project shall:

- 5.3.1 Maintain frequent contact with the maintenance management organizations at the ETPP Site, in order to stay abreast of current maintenance activities.
- 5.3.2 Coordinate maintenance management activities with the COR, representatives from DOE ORO, as well as matrix personnel.

**5.4 Environmental, Safety, Health and Emergency Management (ESH&EM) Matrix Staff**

The ESH&EM Matrix Staff shall perform oversight of the contractor. Guidance for the oversight will include the references listed in this procedure, as well as other references mandated by federal, state or local law. DOE ETTP Closure Project Office Procedure 10.3, WALK-THROUGHS, reference 3.1.7 will be used to document the oversight field observations.

**6.0 RECORDS**

Records of assessments and walk-throughs shall be maintained as required by the Site Office Administration Manual and should be available for review by stakeholders.